BY ORDER OF THE COMMANDER
435TH AIR GROUND OPERATIONS
WING (USAFE)

AIR FORCE INSTRUCTION
90-201

435TH AIR GROUND OPERATIONS
WING
Supplement

26 APRIL 2017

Special Management

THE AIR FORCE INSPECTION
SYSTEM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This publication implements Air Force Policy Directive (AFPD) 90-2, *Inspector General—The Inspection System* and must be used in conjunction with Air Force Instruction (AFI) 90-201 (21 April 2015), *The Air Force Inspection System*. It augments AFI 90-201 by defining the specific processes and business rules implemented across the 435 Air Ground Operations Wing (AGOW) by the Commander. This publication assumes a working understanding of the basic Commander's Inspection Program (CCIP) as defined in AFI 90-201. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 through appropriate chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

5.10. **(Added)** 435 AGOW Commander's Inspection Program (CCIP)

5.10.1. **(Added)** Overview. Unit compliance and mission readiness are the responsibility of the commander. The goal of the 435 AGOW CCIP is to ensure a constant state of readiness and compliance throughout the 435 AGOW. The 435 AGOW CCIP focus is to identify deficiencies in readiness and compliance, take appropriate action to correct these deficiencies if adequate

resources are available, and provide visibility to higher command levels on those deficiencies that the wing does not have the resources to correct. The 435 AGOW focuses compliance inspection efforts on all 'By-Law' and 'Mandatory' inspections, as identified in AFI 90-201 Attachment 3, Table 5.1., and Table 5.2.. The 435 AGOW/CC's intent is for the CCIP to track readiness and compliance to the maximum extent possible without disrupting subordinate units' focus on mission accomplishment or daily compliance and readiness preparations.

5.10.2. **(Added)** Responsibilities

5.10.2.1. **(Added)** The 435 AGOW/CC shall:

5.10.2.1.1. **(Added)** Execute duties as described in AFI 90-201 and USAFEI 90-201.

5.10.2.1.2. **(Added)** Direct commanders to ensure their Self-Assessment Communicators (SACs) are completed, saved, and archived/validated within the Management Internal Control Toolkit (MICT) by published 'MICT Save Dates,' not less than quarterly, to allow data analysis in preparation for the Commander's Inspection Management Board (CIMB). As of MICT version 2.0.15, each assessment must be "Locked for Validation" and "Validated" at least once per quarter to complete the archival/validation action.

5.10.2.1.3. **(Added)** Convene and chair the 435 AGOW CIMB quarterly with subordinate Group and Squadron participation and oversee a virtual CIMB, "CIMB-Lite," monthly.

5.10.2.1.4. **(Added)** Convene special CIMB sessions additionally as necessary.

5.10.2.1.5. **(Added)** Designate the 435 AGOW Inspector General (IG) as the appointment and certification authority for all Wing Inspection Team (WIT) members.

5.10.2.1.6. **(Added)** Designate the 435 AGOW Vice Commander (CV) as the closure authority for all AGOW CCIP CRITICAL deficiencies. Otherwise, closure authority is the next higher-level commander for all SIGNIFICANT and MINOR deficiencies, as described in AFI 90-201.

5.10.2.2. **(Added)** The 435 AGOW/IG shall:

5.10.2.2.1. **(Added)** Execute duties as described in AFI 90-201 and USAFEI 90-201.

5.10.2.2.2. **(Added)** Develop, administer, and update as necessary CCIP, MICT, Gatekeeper, WIT, and other AFIS-related training to the 435 AGOW Wing Staff, subordinate unit commanders, unit Self-Assessment Program Managers, and WIT members.

5.10.2.2.3. **(Added)** Design, maintain, and update as necessary the 435 AGOW CCIP Dashboard, Self-Assessment Program, and MICT administration guidance. The CCIP Dashboard is accessible on SharePoint® at **https://ice.usafe.af.mil/sites/435AGOW/IG/**.

5.10.2.2.4. **(Added)** Develop, maintain, and update standardized and transparent 435 AGOW inspection standards, procedures, and surveys.

5.10.2.2.5. **(Added)** Gather, compile, review, and analyze subordinate unit internal Quality Assurance (QA), Standards & Evaluation (Stan/Eval), and self-assessment reports as well as outside agency reports to aid in the development of compliance and readiness plans and reports.

5.10.2.2.6. **(Added)** Compile, maintain, and update 435 AGOW mission assurance and employment success criteria as made available by 435 AGOW subordinate units.

5.10.2.2.7. **(Added)** Manage, maintain, and upgrade 435 AGOW inspection tools and equipment. Manage issue and recovery of AGOW tools and equipment to WIT members as necessary to conduct independent inspections.

5.10.2.2.8. **(Added)** Manage and oversee the 435 AGOW inspection processes as responsibilities of the 435 AGOW/IG office.

5.10.2.2.8.1. **(Added)** Plan, manage, conduct, and report on Unit Inspections (UIs) of each 435 AGOW subordinate unit commander at least once during their command tour. Prior unit inspection reports will be reviewed during the planning of inspections.

5.10.2.2.8.2. **(Added)** Plan, manage, conduct, and report on Spot Inspections (SIs) of 435 AGOW subordinate units and programs randomly and as necessary to assure compliance across the Wing. Prior spot inspection reports will be reviewed during the planning of inspections.

5.10.2.2.8.3. **(Added)** Plan, manage, conduct, and report on mission assurance and employment inspections of 435 AGOW subordinate units and programs randomly and as necessary to assure readiness across the Wing. Prior inspection reports will be reviewed during the planning of inspections.

5.10.2.2.9. **(Added)** Upload and track inspection reports and deficiencies in the Inspector General Evaluation Management System (IGEMS). Deficiencies that are corrected prior to formal inspection outbrief will not be loaded or tracked in IGEMS, but will remain in the final report and annotated "Corrected as of this report."

5.10.2.2.10. **(Added)** Compile, manage, and maintain a single online method for tracking 435 AGOW IG inspection deficiencies that allows for unit status reporting and updating. The 435 AGOW Inspection Deficiency Tracker is accessible on SharePoint® at **https://ice.usafe.af.mil/sites/435AGOW/IG/CCIP/Lists/Inspection_Deficiencies/**.

5.10.2.2.10.1. **(Added)** Update, track, and close inspection deficiencies in the 435 AGOW Inspection Deficiency Tracker and IGEMS upon unit commander request and appropriate closure authority confirmation, based on unit data input into the Deficiency Tracker.

5.10.2.2.11. **(Added)** Publish, manage, and maintain a list of required SACs for each subordinate unit within the 435 AGOW on the 435 AGOW CCIP Dashboard.

5.10.2.2.12. **(Added)** Manage and maintain an online repository for all unit CCIP supporting documents with authority to grant write-permission assigned per unit to unit Self-Assessment Program Managers. The MICT Supporting Documents repository is accessible from the IG SharePoint® site at **https://ice.usafe.af.mil/sites/435AGOW/IG/**.

5.10.2.2.13. **(Added)** Manage the 435 AGOW WIT program.

5.10.2.2.13.1. **(Added)** Appoint, train, and administer the IG oath to certify WIT members.

5.10.2.2.13.2. **(Added)** Identify and assign appropriate WIT members for inspection duties.

5.10.2.2.13.3. **(Added)** Validate WIT members randomly and as necessary to assure CCIP intent.

5.10.2.2.13.4. **(Added)** Balance WIT member assignments to avoid undue burden on any particular unit or WIT member.

5.10.2.2.14. **(Added)** Appoint the 435 AGOW Gatekeeper site administrator and forward the appointment letter to USAFE/AFAFRICA Gatekeeper.

5.10.2.2.15. **(Added)** Manage and monitor the 435 AGOW Gatekeeper program and calendar to coordinate and track inspection-type events and taskings across the AGOW.

5.10.2.2.15.1. **(Added)** Direct external agencies to the Gatekeeper Request form upon receiving a request for inspection or visit. The 435 AGOW Gatekeeper calendar is accessible on SharePoint® at **https://ice.usafe.af.mil/sites/435AGOW/IG/**.

5.10.2.2.15.2. **(Added)** Receive, compile, coordinate with the 435 AGOW/CC for approval, and track all external agency requests for inspection-type visits to occur within the 435 AGOW.

5.10.2.3. **(Added)** The Unit [Group/Squadron] Commander shall:

5.10.2.3.1. **(Added)** Execute duties as described in AFI 90-201 and USAFEI 90-201.

5.10.2.3.2. **(Added)** Appoint a Unit Self-Assessment Program Manager to oversee the unit's Self-Assessment Program and Unit Inspection deficiency resolutions.

5.10.2.3.3. **(Added)** Ensure their unit completes, saves, and archives/validates their SACs within MICT by published 'MICT Save Dates,' not less than quarterly, to allow data analysis in preparation for the CIMB. As of MICT version 2.0.15, each assessment must be "Locked for Validation" and "Validated" at least once per quarter to complete the archival/validation action.

5.10.2.3.4. **(Added)** Brief unit observations and inspection deficiencies to the 435 AGOW/CC at the quarterly CIMB.

5.10.2.3.5. **(Added)** Provide to the 435 AGOW/IG any published unit and/or functional operating instructions to measure compliance, employment, and readiness criteria.

5.10.2.3.6. **(Added)** Ensure unit self-assessment observations and inspection deficiency status estimated correction dates and suspense dates are updated and maintained current at all times.

5.10.2.3.7. **(Added)** Upon inspection deficiency correction, request deficiency closure through AGOW/IG with concurrence from appropriate closure authority.

5.10.2.3.8. **(Added)** Nominate subject matter experts (SMEs) from each (ideally) mission specialty within their organizations to be WIT members to support the CCIP.

5.10.2.3.8.1. **(Added)** Provide sufficient WIT members such that, if possible, at least one per each mission specialty is available at any time to support CCIP events, other mission-essential work requirements notwithstanding.

5.10.2.3.8.2. **(Added)** Release WIT members when requested, or "tapped," from all non-mission-essential work requirements to support CCIP requirements.

5.10.2.3.9. **(Added)** Ensure all inspection-type visits from external agencies, including unit-requested Staff Assistance Visits, receive prior approval from the 435 AGOW/CC before occurring. Refer routing of all external agency visit requests through the 435 AGOW Gatekeeper at **435agow.gatekeeper@us.af.mil**.

5.10.2.3.10. **(Added)** If an external agency inspector arrives to inspect the unit unexpectedly, verify their approval to inspect is indicated on the 435 AGOW Gatekeeper Request site, **https://ice.usafe.af.mil/sites/435AGOW/IG/**. If the inspection is not indicated on the 435

AGOW Gatekeeper Request page as 'approved' with an associated date of approval and the inspectors cannot provide evidence of their approval to inspect from the 435 AGOW/CC , refuse the inspection and direct the external agency inspector to contact the 435 AGOW Gatekeeper to request and coordinate their visit.

5.10.2.4. **(Added)** The Unit Self-Assessment Program Manager shall:

5.10.2.4.1. **(Added)** Train and assist unit personnel on completion of their MICT SACs and assist them in uploading supporting documentation to MICT or SharePoint® IAW paragraph 5.10.3.4.3..

5.10.2.4.2. **(Added)** Ensure the unit is tracking and reporting on Wing required SACs and appropriate assessors and validators are assigned.

5.10.2.4.3. **(Added)** Compile and propose changes to the unit's required MICT SACs using the form available on SharePoint®: **https://ice.usafe.af.mil/sites/435AGOW/IG/CCIP/Lists/MICT** Std Change Request/.

5.10.2.4.3.1. **(Added)** Direct Functional Area Managers requesting/directing the unit to track and report on specific SACs in MICT to the MICT Standard Change Request form and the 435 AGOW IG.

5.10.2.4.3. **(Added)** Ensure assessors and validators complete, save, and archive/validate their SACs within MICT by published 'MICT Save Dates,' not less than quarterly, to allow data analysis in preparation for the CIMB. As of MICT version 2.0.15, each assessment must be "Locked for Validation" and "Validated" at least once per quarter to complete the archival/validation action.

5.10.2.4.4. **(Added)** If used, manage permissions and organization of their unit's CCIP Supporting Documentation SharePoint® library. If it is not used, notify the 435 AGOW IG Office.

5.10.2.4.5. **(Added)** Update the 435 AGOW Inspection Deficiency Tracker on SharePoint® for their associated unit deficiencies and ensure that all fields are complete.

5.10.2.5. **(Added)** The WIT SME, when tapped by the 435 AGOW/IG, shall:

5.10.2.5.1. **(Added)** Assist the 435 AGOW/IG in the conduct of inspections.

5.10.2.5.2. **(Added)** Review and evaluate any available unit internal QA and other self-assessment reports to assist the 435 AGOW/IG in development of inspection plans.

5.10.2.5.3. **(Added)** Review and evaluate assigned unit MICT SACs prior to unit/program inspection events to assist in development of the inspection plan. Inspection should encompass the entire spectrum of program policy requirements and are not to be conducted solely from MICT SACs.

5.10.2.5.4. **(Added)** Validate a sampling of unit MICT SAC items during physical inspection activities.

5.10.3. **(Added)** MICT Business Rules

5.10.3.1. **(Added)** AGOW MICT Cycle. The 435 AGOW will convene quarterly CIMBs during which changes to unit-assigned SACs will be decided by the 435 AGOW/CC and documented on SharePoint®. Addition and subtraction of required Wing reportable SACs within the 435

AGOW MICT Standard requires approval from the 435 AGOW/CC, typically at the CIMB. Commanders may track and report on additional communicators not included in the 435 AGOW MICT Standard on an unofficial basis to meet their command intent.

5.10.3.2. **(Added)** Workcenters. Use of the Workcenter option in MICT to subdivide units into smaller, independent groups of SACs and tracking responsibility is encouraged, but not mandatory. Workcenters provide greater fidelity of self-assessment within MICT and eliminate burdensome and misleading compilations of multiple identical SAC responses within a single unit.

5.10.3.3. **(Added)** Updating/Reviewing SACs. SAC assessment must be timely; compliance status changes must be updated no later than 14 calendar days. Units are encouraged to develop a battle rhythm and schedule for updating and reviewing their SACs. The 435 AGOW "MICT Monday" provides units time to review and update their SACs to ensure they reflect accurate information. All SACs must be reviewed within a 14-day period to ensure accurate data, but only require archival/validation action once per quarter. SAC reviews may be conducted 'off-line' through the use of exported or printed assessments from MICT. There is no requirement to document SAC reviews.

5.10.3.4. **(Added)** Answering Self-Assessment Communicators (SACs).

5.10.3.4.1. **(Added)** Compliance Status. Assessors will update the status of a SAC item as soon as possible, but no later than 14 days, after the status is known to have changed.

5.10.3.4.2. **(Added)** Explanations. SAC item answers of "N/A" do not require explanations beyond the inherent drop-down N/A reason options within MICT. Items answered "Yes/Comply" and "No/Non-comply" require basic explanation on why the answer is yes, or no. State the necessary information, but limit the explanation so that it does not require updating monthly. Example: If a MICT SAC item is asking for a spot inspection log, state where the log is stored, when and how the inspections are conducted, and attach an example log to that item within the Communicator or on the 435 AGOW CCIP Supporting Documents SharePoint® site.

5.10.3.4.3. **(Added)** Supporting Documents. Supporting documents may be uploaded to the 435 AGOW CCIP Supporting Documents SharePoint® site or in MICT on the item/question number the document supports. Documents will not be uploaded to the Communicator itself under "Assessment Support." Documents uploaded to MICT on item/question numbers do not require any specific format, filename convention, or link.

5.10.3.4.3.1. **(Added)** Format. Documents uploaded to the 435 AGOW CCIP Supporting Documents SharePoint® site will be in Portable Document Format (. pdf) .

5.10.3.4.3.2. **(Added)** Filename Convention. Documents uploaded to the 435 AGOW CCIP Supporting Documents SharePoint® site will have the following naming convention: '[SAC Item #]-[Document Title]-[date signed or created in YYYYMMDD].pdf'. For example, an appointment letter supporting SAC item C1.5 signed on 6 May 2013 should be saved as "C1.5-Appointment Letter-20130506.pdf"

5.10.3.4.3.3. **(Added)** Link. In cases where documents are not uploaded to MICT, include a link to the appropriate folder containing the supporting document within the MICT SAC item explanation.

5.10.3.4.3.4. **(Added)** Superseded Documents. If a document is superseded, delete the old file and add the new file to the same folder with the same name. No historical documentation is required.

5.10.3.4.4. **(Added)** Observations. All "No/Non-comply" answers require an open observation. Suspense dates and estimated completion dates must be up-to-date at all times, and can be updated at any time. To determine the Observation level, use Figure 5.3.. Select the most suitable Observation Cause Code. Observation and Corrective Action Plan Comments must contain the following information.

Figure 5.3. (Added) Observation and Deficiency Criticality.

Criticality	Air Force Definition	AGOW Definition
Minor	An observation or deficiency that does not meet the definition of a critical or significant, but requires corrective action	An observation or deficiency that does not meet the definition of a critical or significant, but requires corrective action. Most observations and deficiencies will fall into this category.
Significant	An observation or deficiency that has or could have negative mission impact.	An observation or deficiency that could harm an individual, cause damage to equipment, or prevent a single person from deployment.
Critical	An observation or deficiency that results in, or could result in, widespread negative mission impact or failure.	An observation or deficiency that could, or will, result in loss of life/limb or cause great harm to befall an individual, destruction to equipment, or prevent a unit deployment

5.10.3.4.4.1. **(Added)** Minor & Significant Observations: Observation and Corrective Action Plan Comments must be specific to the observation, concise, and comprehensive enough so that reviewers can obtain a basic understanding of the cause of the observation.

5.10.3.4.4.2. **(Added)** Critical Observations: Observation and Corrective Action Plan Comments must be more detailed providing all information specific to the observation, the point of contact (POC) responsible for correcting and documenting the observation, and provide e-mail status updates to the 435 AGOW IG at **435agow.ig@us.af.mil** every thirty (30) days until corrected.

5.10.3.4.4.3. **(Added)** Observation closure. Once the observation has been corrected, the unit will close the observation, and ensure the Communicator item is rescored as "Yes/Comply," or as applicable. There is no need to request higher level commander concurrence.

5.10.3.5. **(Added)** WIT Roles & Responsibilities. WIT members and their expert evaluations of unit MICT SACs are critical to the 435 AGOW CCIP. WIT members may be called upon to review unit MICT SACs in their respective areas of expertise to provide subjective assessments and recommendations on areas of interest and concern warranting further inspection. This action forms the vital link between a broad-based MICT assessment and a focused, minimally-intrusive physical inspection. Requests for WIT member evaluations of MICT SACs may come at any time, but will generally occur after MICT Save Dates and during preparations for UIs.

5.10.4. **(Added)** Inspections

5.10.4.1. **(Added)** Unit Inspections (UIs). UIs are intended to capture samplings of the full-spectrum of unit compliance, readiness, and assess unit performance of the four Major Graded Areas (MGAs) and Sub-MGAs as defined in AFI 90-201.

5.10.4.1.1. **(Added)** UI Approach. Following unit notification, unit members will be invited to participate in a survey. This survey will conclude just prior to the physical inspection and will be used to shape detailed interest areas during the physical inspection. The physical inspection will focus on aspects of compliance, readiness, and MGAs insufficiently captured by other means or determined to be of special interest to the 435 AGOW/CC and CCIP. Results from all aspects of the UI as well as other continuous evaluation data will be analyzed and compiled into a formal UI Report, which will be submitted to the 435 AGOW/CC for review and signature approximately three weeks after the conclusion of the physical inspection.

5.10.4.1.2. **(Added)** WIT Participation. WIT members contribute to UIs by providing SME assessment of unit MICT SACs in advance of the UI to aid in preparation of the Inspection Plan and to help narrow the focus of the UI event. WIT members also play a key role in the conduct of physical inspections by augmenting the 435 AGOW/IG office as inspectors. WIT SMEs are to be the primary inspectors for compliance and readiness items. WIT SMEs will act as extensions of the AGOW/IG when conducting inspections of units other than their own. WIT SMEs conducting assessments within their own units will be considered internal-assessments and not 435 AGOW inspections, unless the assessment is accompanied by a member of the 435 AGOW/IG office.

5.10.4.1.3. **(Added)** Outside Agencies (OAs). OAs are any offices outside of the 435 AGOW charged with oversight of programs or actions within the AGOW. OAs form an extension of the 435 AGOW/IG in a similar manner to the AGOW WIT. OA assessments and reports will form a portion of the AGOW/IG assessment. As much as feasible, OA assessments will be coordinated with UIs to reduce the overall inspection burden on the unit.

5.10.4.1.4. **(Added)** Unit Notification. Units will receive notice of UIs approximately 14 days in advance including notice of specific inspection areas and items. This advance notice is not intended for inspection preparation, such as completing actions that have been and would otherwise remain neglected, but rather to make arrangements for workload and to allow easy access to areas or items to be inspected. Units may receive 'no-notice' UIs with 72 hours or less advance notice of both the imminent inspection and the inspection areas and items.

5.10.4.2. **(Added)** Spot Inspections. Spot Inspections (SIs) are intended to assess unit performance of a small sampling of interests and/or concerns ('vertical' inspections) or to assess performance of a particular program across the entire 435 AGOW ('horizontal' inspections). WIT members will participate in SIs in the same manner as they do in UIs, and may conduct SIs independently without the accompaniment of the IG office. OA inspections are essentially SIs and will be treated as such by the AGOW/IG. Units may or may not receive advance notice of an SI.

5.10.4.3. **(Added)** Employment and Mission Assurance. Employment and mission assurance assessments evaluate a unit's capability to conduct its doctrinally-stated mission and can range from large-scale exercises to multi-faceted training events to single-aspect demonstrations. The 435 AGOW CCIP intent is to assess unit readiness to the maximum extent feasible by leveraging

unit-planned training, exercise, and real-world events to provide assessments of unit readiness; this is a 'low-impact' approach to unit readiness assessment. In the event that any aspects of readiness are not assessable through unit-planned events, 435 AGOW-directed events will be used to fill in gaps to form a complete assessment of 435 AGOW readiness.

5.10.4.4. **(Added)** Findings and Deficiencies. Any item found in non-compliance with established policy and guidance during inspection is a finding. After the inspection, a list of findings will be provided to the inspected unit(s). Findings that are validated by the unit(s) as being accurate become deficiencies. Deficiencies may be corrected and closed prior to the formal inspection out-brief.

5.10.4.5. **(Added)** Formal Inspection Outbrief. Approximately three-weeks after the conclusion of the inspection, the final inspection report will be briefed to the 435 AGOW/CC and the inspected unit commander. This meeting is intended to be an open and frank discussion between the 435 AGOW/CC and the subordinate commander to review all aspects covered during the inspection and the final report. Once the formal inspection outbrief has occurred, the final inspection report will be signed and published. Any deficiencies still open at this time will be uploaded and tracked on the 435 AGOW Deficiency Tracker on SharePoint® and in IGEMS.

5.10.4.6. **(Added)** Deficiency Closure. All deficiencies remaining open after the formal inspection outbrief will have viable corrective action plans loaded to the 435 AGOW Deficiency Tracker no later than 45 days after the formal outbrief. Deficiencies will be tracked until the corrective actions are applied and closure authority is granted IAW paragraph 5.10.2.1.6..

ANDRA V.P. KNIEP, Colonel, USAF
Commander

Attachment 1 (Added)

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 33-3, *Information Resources Management,* 28 March 2006

AFPD 90-2, *Inspector General—The Inspection System*, 26 April 2006

AFI 33-360, *Publications and Forms Management*, 25 September 2013

AFI 90-201, *The Air Force Inspection System*, 2 August 2013

AFI 90-201_USAFESUP_I, *The Air Force Inspection System*, 7 Jan 2014

HQ USAF PAD 13-01, *Implementation of the Secretary of the United States Air Force Direction to Implement a New Air Force Inspection System*, 17 June 2013

Implementation Guide , *Commanders Inspection Program, Wing/FOA/DRU*, Ver 1.0, 1 July 2013

Prescribed Forms

No prescribed forms.

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AC—Administrative Change

AFH—Air Force Handbook

AFI—Air Force Instruction

AFIS—Air Force Inspection System

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

AGOW—Air Ground Operations Wing

AO—Action Officer

ATIS—Airman to IG Session

CCIP—Commander's Inspection Program

CIMB—Commanders Inspection Management Board

ECD—Estimated Correction Date

IG—Inspector General

IGEMS—Inspector General Evaluation Management System

MGA—Major Graded Area

MICT—Management Internal Control Toolset

OA—Outside Agency

OI—Operating Instruction

OPR—Office of Primary Responsibility

ORI—Operational Readiness Inspection

QA—Quality Assurance

RDS—Records Disposition Schedule

RI—Readiness Inspection

SAC—Self-Assessment Communicator

SI—Spot Inspection

SME—Subject Matter Expert

UCI—Unit Compliance Inspection

UEI—Unit Evaluation Inspection

UI—Unit Inspection

USAPM—Unit Self-Assessment Program Manager

WIT—Wing Inspection Team

Terms

Administrative Change—Change that does not affect the subject matter content, authority, purpose, application, and/or implementation of the publication (e.g., changing the POC name, office symbol(s), fixing misspellings, etc.)

Approval Authority—Senior leader responsible for contributing to and implementing policies and guidance/procedures pertaining to his/her functional area(s) (e.g., heads of functional two-letter offices).

Run [SACs]—Relating to MICT, to "run" a SAC is to undertake a fresh evaluation and completion of each SAC item. Typically, this will apply to new SACs being completed for the first time.

Save Dates [SACs]—Relating to MICT, to "save" a SAC is to ensure each SAC item is answered with either "Yes/Comply", "No/Non-comply", or "N/A" and that all "No/Non-comply" answers include explanations with pertinent details, plans, and supporting document references. SACs must be locked for validation and validated to be archived, or saved in the MICT database.

Subject Matter Expert—An individual with recognized experience in and understanding of any particular mission area, process, or equipment. An NCO with 7-Level proficiency in their specialty is an example of a Subject Matter Expert, or SME, for purposes of the CCIP.

Tap [Wing Inspection Team]—The AGOW/IG will "tap" a Wing Inspection Team (WIT) member when they designate that individual to conduct specific Commander's Inspection Program duties and essentially 'deputize' them as Wing Inspectors acting on behalf of the AGOW/IG Office. When not tapped, WIT members will remain in 'ready reserve' to support AGOW/IG duties as required.

Unit—For purposes of this Operating Instruction, a "unit" is defined as a Group or Squadron subordinate to the 435 AGOW with independent SAC requirements assigned within MICT.

Workcenter—For purposes of this Operating Instruction, a "Workcenter" is a MICT term describing a sub-division of a unit with SAC requirements unique and separate from that of the unit as a whole. For example, a flight, shop, or program that has a unique role and function within a unit and, as such, has a unique set of SACs assigned can be a Workcenter.